

PARAPROFESSIONAL ENDORSEMENT

CURRENT RULES TO APPLY FOR A PARA-PRO LICENSE – EFFECTIVE AUGUST 8, 2019

A Paraprofessional Endorsement may be issued to an applicant who:

Holds an associate's degree or higher from a regionally accredited institution of higher learning

OR

A minimum of 60 semester hours of credit from a regionally accredited institution of higher learning

- ❑ Complete the application process for a Paraprofessional Endorsement online at www.isbe.net in ELIS. If this is your first time in ELIS you must first create an account. When applying in ELIS, follow the steps as indicated. All payments to the state must be done online with a credit/debit card. There is a \$100 (plus processing) fee for the license application. The regional office may not accept payment for you.
- ❑ **IMPORTANT:** Please use Internet Explorer (IE) and do your application on a computer! Google Chrome will not process your credit/debit card payment correctly, and the ELIS system does not work correctly on a phone or tablet.

See example below:



- ❑ Send transcripts to the ROE. Once you have applied online and paid your application fee you should bring an official set of college transcripts (in a sealed envelope) or have them Escripted to the ROE to upload into your ELIS account. (If you have it sent to the ISBE in Springfield, it can take 4-8 weeks to be added to your account). Please call us for the email to send them to.
- ❑ Register your license. Check back in your ELIS account periodically for the status of your license. Once the license has been issued; you must register the new Paraprofessional Endorsement. There is another fee of \$25.00 (plus processing) for that step. The Paraprofessional Endorsement is valid for 5 years and must be renewed online. Any questions regarding amounts charged for registration fees can be sent to licensurefees@isbe.net.

It is the responsibility of the Paraprofessional license holder to renew their license when due. Please keep contact information current in the ELIS system and log in to your account periodically to check the validity of your license.